

# Program Reports

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# ICJI's Egrants System Quick Start Guide Input Quarterly Program Report

- Log onto ICJI's [Egrants](#) System
- At the "Welcome to ICJI Egrants" screen, on the [Main Menu](#) tab, select the [Project Management](#) tab at the top of the screen, or click on the first hyperlink in the body of the screen, which will take you to the [Project Management](#) Tab

**Egrants** Indiana Criminal Justice Institute **ICJI**

System will time out at: 11:23:22 AM. Remaining time: 18:46

Back Button will not take you back pages, instead use the application menus and controls.

[Main Menu](#) [User Management](#) [Funding Announcement](#) [Project Management](#) [Work Manager](#) [Logoff](#)

Welcome to ICJI Egrants!  
Please select a menu tab or prompt link to continue.

[CLICK HERE](#) To access an existing project (Grant Application, Continuation Application, Modification...) or create/update reports such as the Program Report, Fiscal Report, or Inventory Report ([Project Management](#) tab).

[CLICK HERE](#) To create a new Application (or Concept Paper) in response to a Funding Announcement ([Funding Announcement](#) tab).

[CLICK HERE](#) To view any Alerts and/or Tasks assigned to you ([Work Manager](#) tab).

[CLICK HERE](#) To update your profile information (Name, Address, Phone Number...) or to request security in order to maintain or view grants for your organization/county ([User Management](#) tab).

[CLICK HERE](#) To Subscribe to receive an email when new granting opportunities become available.

[CLICK HERE](#) To Unsubscribe from Email notifications when granting opportunities become available.

**ICJI Egrants**

Please send technical comments and problems to [ICJI EGRANTS Support \(CAJ UAT\)](#)  
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- Enter your [Grant ID](#) and click on [Search](#)

**Egrants** Indiana Criminal Justice Institute **ICJI**

System will time out at: 11:32:43 AM. Remaining time: 18:52

Back Button will not take you back pages, instead use the application menus and controls.

[Main Menu](#) [User Management](#) [Funding Announcement](#) [Project Management](#) [Work Manager](#) [Logoff](#)

[Search](#) [Program Monitoring](#)

**PROJECT MANAGEMENT SEARCH**

Search Criteria:

Grant ID:

Applicant Agency:

Recipient / Allocation Agency:

Funding Announcement:

Keywords:

Quick Searches

[Applications in Process \(7\)](#)

[Awarded Projects - Active \(8\)](#)

Grant ID	Applicant Agency	Title	Receipt Date
1004	YWCA of Greater Indianapolis	Bullying Prevention	09/28/2011

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- Your grant number will appear as a link. Click on the Grant ID link.

**Egrants** Indiana Criminal Justice Institute ICI

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Main Menu | User Management | Funding Announcement | **Project Management** | Work Manager

Search [Program Monitoring](#)

PROJECT MANAGEMENT SEARCH

Search Criteria:

Grant ID:

Applicant Agency:

Recipient / Allocation Agency:

Funding Announcement:

Keywords:

Search

Quick Searches

[Applications in Process \(7\)](#)

[Awarded Projects - Active \(6\)](#)

Grant ID	Applicant Agency	Title	Receipt Date
<a href="#">1004</a>	YWCA of Greater Indianapolis	Bullying Prevention	09/28/2011

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- The Project Summary screen appears. Either click the Monitoring link (under the Project Management tab at the top of the screen) or click on the first quick link in the body of the screen.

**Egrants** Indiana Criminal Justice Institute ICI

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Main Menu | User Management | Funding Announcement | **Project Management** | Work Manager

Project [Monitoring](#) [Audit](#) [Fiscal Details](#) [Reporting Requirements](#)

Grant ID: 1004 Project Title: Bullying Prevention

Status: Open - Awarded Fund Announcement: [Safe Haven](#)

PROJECT SUMMARY

[CLICK HERE](#) To enter/update/view a Program, Fiscal, or Inventory Report for this grant ([Monitoring](#) menu item).

[CLICK HERE](#) To view any Audit Information for this grant ([Audit](#) menu item).

[CLICK HERE](#) To view the current financial information for this grant such as payments and funding sources ([Fiscal Details](#) menu item).

[CLICK HERE](#) To view the reporting requirements for this grant such as when fiscal reports are due ([Reporting Requirements](#) menu item).

Select the document link to access the details (i.e. Budget, Main Summary, Contract report...).

Phase	Documents	Start - End Dates	Status
1004 :	<a href="#">Create Project Modification Request (PMR)</a>		
	<a href="#">Modifications 1</a>	11/1/2011 - 4/1/2012	Open - Received
	<a href="#">Application</a>	11/1/2011 - 10/31/2012	Open - Awarded

[View Issues/Comments](#)

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- The Main Summary page under the Monitoring link will appear (All Fiscal, Program, and Inventory reports that have previously been created will be displayed).

- Click on Create Program Report.

Back Button will not take you back pages. Instead use the application menus and controls.

System will time out at: 01:49:39 PM. Remaining time: 16:51

Logoff

Main Menu | User Management | Funding Announcement | **Project Management** | Work Manager

Project Monitoring | Audit | Fiscal Details | Reporting Requirements

Grant ID: 1004 Project Title: Bullying Prevention Applicant Agency: YWCA of Greater Indianapolis

Program Staff Contact: Ms. Stephanie Edwards Fiscal Contact: Ms. Stephanie Edwards

Create Program Report | Create Fiscal Report | Create Inventory Report

MAIN SUMMARY

Filter Criteria  
Phase: [All] Approval Status: [All]

To access a fiscal or program report, click on the period ending date to open the report.

Cumulative Fiscal Reports

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
1004	12/31/2011	Quarterly	Submitted	9/29/2011	Approved	Mr Sam Smith

Program Reports

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
1004	11/30/2011	Semi-Annual	Submitted	9/29/2011	Approved	Ms. Judy Jones
1004	5/31/2012	Semi-Annual	Submitted	9/29/2011	Pending	Mr Sam Smith

Inventory Reports

Phase	Status	Last Update Date	Approval Status	Entered By
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Program Monitoring Reports

Report ID	Date of Last Visit	Programs	Additional Grants	Issues/Comments	Letter of Compliance
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Create Program Report | Create Fiscal Report | Create Inventory Report

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- The Program Report page will now be displayed.

Back Button will not take you back pages. Instead use the application menus and controls.

System will time out at: 02:00:17 PM. Remaining time: 18:49

Logoff

Main Menu | User Management | Funding Announcement | **Project Management** | Work Manager

Project Monitoring | Audit | Fiscal Details | Reporting Requirements

Grant ID: 1004 Project Start: 11/1/2011 Project Title: Bullying Prevention Project End: 10/31/2012 Applicant Agency: YWCA of Greater Indianapolis Report Period: 8/1/2012 To 10/31/2012

PROGRAM REPORT

Report Status: Draft Approval Status: Pending Status Updated By: Report Due Date: 12/30/2012 Submitted Date: Return Date: Resubmitted Date:

Final Report: Yes **Make Periodic Report**

Is The Project On Schedule? ☐ **Is The Project On Schedule?**

If not, please explain:

**Briefly List Activities Conducted During This Period: \***

Report Sections

Sections	Open Corrective Actions	Status	Last Update Date	Last Updated By
<a href="#">Attachments</a>	0	In Process		
<a href="#">Activity Areas</a>	0	In Process		
<a href="#">Final Report</a>	0	In Process		
<a href="#">Performance Indicators</a>	0	In Process		
<a href="#">Programmatic Report 1</a>	0	In Process		

[View Report](#) [Save as Draft](#) [Submit Report](#) [Delete](#) [Cancel](#)

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NOTE: Any fields containing an asterisk \* require completion before you may save the page and move on.

You must select "Yes" or "No" in this dropdown box asking "Is the Project on Schedule? And if no, explain the reason(s) in the text box below.

List the activities conducted during the reporting period in this text box.

- In the box marked Report Sections, you may see links for Performance Measures, Client Information, Service Information, Additional Information, Attachments, and Other StandardQuestions.
- **ALL LINKS THAT ARE ENABLED WILL REQUIRE COMPLETION OF THAT SECTION** (These sections were set up as required reporting components for your project on the original Funding Announcement). Note: Section links that are grayed out are not required and you will not have access to that section.

**Indiana  
Criminal Justice Institute**

System will time out at: 02:45:45 PM  
 Remaining time: 19:35

Back Button will not take you back pages. Instead use the application menus and controls.

[Logoff](#)

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)  
[Project Monitoring](#) | [Audit/Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1004  
 Project Start: 11/1/2011

Project Title: Bullying Prevention  
 Project End: 10/31/2012

Applicant Agency: [YWCA of Greater Indianapolis](#)  
 Report Period: 6/1/2012 To 10/31/2012

**PROGRAM REPORT**

Report Status: Draft  
 Approval Status: Pending  
 Status Updated By:

Report Due Date: 12/30/2012  
 Submitted Date:  
 Return Date:  
 Resubmitted Date:

Final Report: Yes [Make Periodic Report](#)

Is The Project On Schedule? \* ☒ Yes

If not, please explain:

Briefly List Activities Conducted During This Period: \*

test

**Report Sections**

Sections	Open Corrective Actions	Status	Last Update Date	Last Updated By
<a href="#">Attachments</a>	0	In Process	11/10/2011	<a href="#">Brother Al Church</a>
<a href="#">Activity Areas</a>	0	In Process	11/10/2011	<a href="#">Brother Al Church</a>
<a href="#">Final Report</a>	0	In Process	11/10/2011	<a href="#">Brother Al Church</a>
<a href="#">Performance Indicators</a>	0	In Process	11/10/2011	<a href="#">Brother Al Church</a>
<a href="#">Programmatic Report 1</a>	0	In Process	11/10/2011	<a href="#">Brother Al Church</a>

[View Report](#) | [Save as Draft](#) | [Submit Report](#) | [Delete](#) | [Cancel](#)

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Click on each link to complete that section of the Program Report.

When input for each section is completed, click on Save at the bottom of that page and you will be transferred back to this screen. That Section will now reflect the Last Update Date and Last Updated By.

## Submission of the Program Report

**Egrants** Indiana Criminal Justice Institute **ICJI**

System will time out at: 03:01:07 PM. Remaining time: 18:44

Back Button will not take you back pages, instead use the application menus and controls.

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

[Project Monitoring](#) | [Budget/Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1004 Project Title: Bullying Prevention Applicant Agency: [YWCA of Greater Indianapolis](#)  
 Project Start: 11/1/2011 Project End: 10/31/2012 Report Period: 6/1/2012 To 10/31/2012

**PROGRAM REPORT**

Report Status: Draft Report Due Date: 12/30/2012  
 Approval Status: Pending Submitted Date:  
 Status Updated By: Return Date:  
 Resubmitted Date:

Final Report: Yes

Is The Project On Schedule? \*

If not, please explain:

Briefly List Activities Conducted During This Period: \*

test

**Report Sections**

Sections	Open Corrective Actions	Status	Last Update Date	Last Updated By
<a href="#">Attachments</a>	0	Complete	11/10/2011	<a href="#">Brother Al Church</a>
<a href="#">Activity Areas</a>	0	Complete	11/10/2011	<a href="#">Brother Al Church</a>
<a href="#">Final Report</a>	0	Complete	11/10/2011	<a href="#">Brother Al Church</a>
<a href="#">Performance Indicators</a>	0	Complete	11/10/2011	<a href="#">Brother Al Church</a>
<a href="#">Programmatic Report 1</a>	0	Complete	11/10/2011	<a href="#">Brother Al Church</a>

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Once you have completed and saved the required sections, the input date will appear under the Last Update Date column, and your name will appear in the Last Updated By column.

Once required sections are completed and desired and/or required Attachments are included, you may click on Save as Draft, or if no changes are anticipated, click on Submit Report. (If saved as a draft, the report is not transmitted to ICJI and you may alter information previously input).


A confirmation screen will appear, click Agree to continue.


**Program Report Submission Confirmation**

I hereby certify that, to the best of my knowledge, the information contained in this report is accurate, complete, and in compliance with the application as approved by ICJI; and I further certify that I am aware of the requirements set forth in the OJP Financial Guide (for federal funds) and ICJI's Applicant's Manual and that all expenditures were made in compliance with these guidelines.



- You will be taken back to the Main Summary Screen. The Status of your report will appear as Draft or Submitted (Reminder: The report will not be transmitted to ICJI while in Draft status). The Approval status will initially appear as Pending, until review and approval by ICJI staff. Once staff has approved, the status will change to Approved.





System will time out at: 03:20:28 PM.  
 Remaining time: 19:03

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[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

[Project Monitoring](#) | [Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1004  
 Program Staff Contact: [Ms. Stephanie Edwards](#)

Project Title: Bullying Prevention

Applicant Agency: [YWCA of Greater Indianapolis](#)  
 Fiscal Contact: [Ms. Stephanie Edwards](#)

[Create Program Report](#) | [Create Fiscal Report](#) | [Create Inventory Report](#)

### MAIN SUMMARY

Filter Criteria  
 Phase: [All]  
 Approval Status: [All]

To access a fiscal or program report, click on the period ending date to open the report.

#### Cumulative Fiscal Reports

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
1004	<a href="#">12/31/2011</a>	Quarterly	Submitted	9/29/2011	Approved	<a href="#">Mr Sam Smith</a>

#### Program Reports

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
1004	<a href="#">11/30/2011</a>	Semi-Annual	Submitted	9/29/2011	Approved	<a href="#">Mrs. Judy Jones</a>
1004	<a href="#">5/31/2012</a>	Semi-Annual	Submitted	11/10/2011	Approved	<a href="#">Mr Sam Smith</a>
1004	<a href="#">10/31/2012</a>	Final	Submitted	11/10/2011	Pending	<a href="#">Brother Al Church</a>

#### Inventory Reports

Phase	Status	Last Update Date	Approval Status	Entered By

#### Program Monitoring Reports

Report ID	Date of Last Visit	Programs	Additional Grants	Issues/Comments	Letter of Compliance

[Create Program Report](#) | [Create Fiscal Report](#) | [Create Inventory Report](#)

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